



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, VI 00820-4353**

**Announcement #17-11
Administrative Assistant**

Opening Date: 22 June 2011

Closing Date: 6 July 2011

Position:

Administrative Assistant

Series/Grade:

GS-0303-07

Salary Range:

Base Pay
GS-07 \$33,979.00 to \$44,176.00
Plus Locality (9.44% of Base Pay)
Plus COLA (17.23% of Base Pay)

Military Requirements:

ENL: E4-E6
MOS: 42A/F

Position Description:

#D0930000

Location:

JFHQ

Type of Appointment:

Excepted

Selecting Official:

COL Aubrey L. Ruan, Jr., Chief of Joint Staff

AREA OF CONSIDERATION

Onboard technicians only.

BRIEF DESCRIPTION OF DUTIES

This position is located in the Office of the Chief of Joint Staff (CoJS), Joint Force Headquarters. The purpose of the position is to provide technical and administrative assistance for programs within the area of responsibility. The incumbent will assist in managing the Internal Management Control Program (IMCP); assists the CoJS with planning and coordination of the Command Inspection Program; oversees the officer evaluation program; assists in the development of policy letters which may require researching applicable directives from higher authority to ensure that no conflict will result from issuance of new policy; maintains and administers multiple support budgets for the CoJS; maintains personal contact with functional managers to discuss administrative practices and services, provides technical advice and guidance, and recommends

methods and procedures where necessary; controls access to the CoJS. Reviews incoming correspondence, publications, regulations, and directives which may affect the supervisor, or programs within the supervisor's purview; provides for control of all classified documents for the CoJS; and performs other duties as assigned.

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

QUALIFICATIONS

General Experience

Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position. Experience using computer and automation systems.

Specialized Experience

Applicants must have at least twelve (12) months of specialized experience in the interpretation and application of regulations, procedures or laws; a working knowledge of administrative functions; and working independently and setting priorities with very little supervisory control to qualify for the GS-07.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KSAs WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicants must address each KSA on a separate sheet of paper stating when, where and how; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

Practical knowledge of an extensive body of programs analysis technical rules, guidelines, regulations and precedents to provide sound recommendation to the CoJS.

Skills in applying basic data gathering techniques in order to develop trends and analysis tools using data from reports.

Knowledge of the duties, priorities, commitments, basic policies and program goals of the organization sufficient to perform comprehensive administrative support assignments.

Knowledge of general office automation software, practices, and procedures to design or develop detailed charts and graphs. Competitive level proficiency in typing to accomplish word processing and office automation tasks.

BRIEF DESCRIPTION OF WORK EXPERIENCE

Describe in detail your work experience (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences

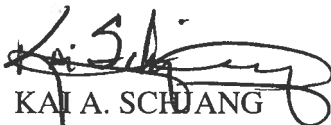
and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month and year for each period. Omission of these requirements can results in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other work experiences. List your position, military supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

TO APPLY: Deliver or mail Optional Form 612 or resume to Joint Force Headquarters, ATTN: SSG Zera J. Louis, 4031 La Grande Princess Lot 1B, Christiansted, VI 00820-4353. Applicants must include all necessary information required on the vacancy announcement. Applications hand delivered or post marked to the HRO after closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS:

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
 2. Selectee must be able to acquire security clearance as required.
 3. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.
 4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
 5. **If applicant's record is flagged, individual will be barred from favorable personnel actions.**
- Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows: ENL E4-E6, MOS 42A/F.
 7. **Permanent Change of Station (PCS) is not authorized for this position.**
 8. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).

FOR THE ADJUTANT GENERAL:


KAI A. SCHIANG
LTC, GS
Human Resources Officer